



**THE CITY OF FREMONT IS HIRING!**

## **MANAGEMENT ANALYST I/II**

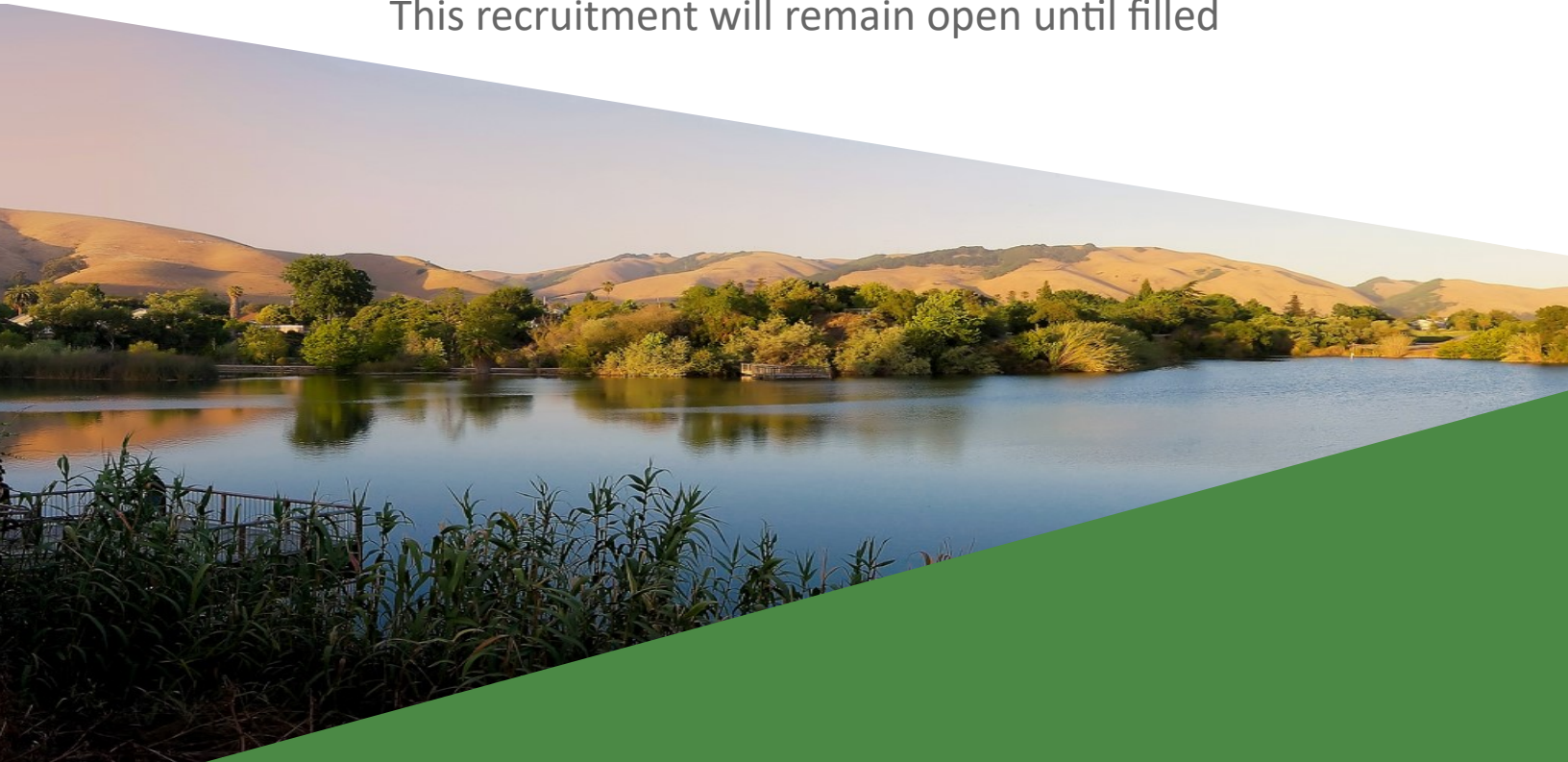
**Current opportunities are available in the following departments:**

City Manager's Office  
Human Services  
Information Technology Services

**FIRST REVIEW OF APPLICATIONS:**

**August 27, at 12:00 PM**

This recruitment will remain open until filled



## The Organization

Fremont is a well-managed and innovative city! Located in the heart of the Bay Area and Silicon Valley, Fremont prides itself on innovation, clean technology and advanced manufacturing, a low crime rate, great schools, a low unemployment rate, quality parks, nearby open space, and an incredibly diverse population of over 235,000 residents. As a full-service city, Fremont employs 965 regular employees and operates on a FY 2021/22 General Fund budget of \$231.4 million. With its strong and diversified business base, Fremont is an important economic force in the region. The City strives to be an innovator in municipal government, with dynamic leadership provided by the City Council and City Manager.



## The Positions

**There are several immediately available Management Analyst I/II job opportunities at the City of Fremont and we are seeking qualified candidates for each. Interested candidates may apply for one or more of the opportunities. Specific vacancies are described in detail below. This recruitment may also be utilized to fill additional vacancies that become available at City within the next year.**

### Management Analyst I/II - City Manager's Office

This Management Analyst I/II position is responsible for providing support with community engagement, which includes Mayor/Council relations and serving as a member on the City's Communications Team focusing on Marketing and Social Media.

- **Mayor/Council Relations:** The position will serve as the primary staff liaison with the Mayor and may provide support to the other Councilmembers. Reporting directly to the Director of Communications and Legislative Affairs, the role will help coordinate various official City-related engagements and assist in addressing constituent inquiries.  
Key responsibilities: Coordinate staff activities to support the Mayor and City Council in public response or other action, including providing background information to help prepare for events and meetings; accompany the Mayor to a variety of meetings/events; maintain knowledge of City issues by reviewing media sources and constituent input, as well as through regular contact with community groups and leaders and occasional attendance at commission meetings, community meetings and events; prepare talking points and background/briefing materials for the Mayor's participation in meetings or events; coordinate with the Mayor and City staff on scheduling; provide reports on city activities, constituent services, and casework; assist with message development for press and speeches for public events; respond to constituent inquiries; and serve at the as a substitute when appropriate for the Mayor at official engagements, and at key constituent and legislative meetings.
- **Marketing and Social Media:** The position will serve on the City's Communications Team to develop written and digital content that promote and inform external audiences of City priorities, programs and initiatives. The individual will be responsible for updating and monitoring the City's social media channels, managing the City's weekly social calendar, drafting content for City digital assets and responding to community inquiries. The day-to-day activities will focus on drafting social media posts, creating visual graphics, videos and animations, as well as creating print fliers, infographics, articles, newsletters and presentations. The team member will also assist with other communication activities, including researching and preparing speaking points, coordinating media events and interviews, as well as serving as a back-up to other communications staff, as necessary.  
Key responsibilities: Develop content for digital media platforms, newsletters, press releases and public presentations; Assist with the City-wide branding and community engagement campaigns; manage the City's social media content posting schedule calendar; conduct research and prepare special reports, including monitoring, analyzing and communicating digital media results on a regular basis; respond to community inquiries in a timely manner and enhance two-way communication between the City and community; assist staff with media/press inquiries and other duties as assigned in the Communications Office, as necessary; research and implement best social media practices.



## Management Analyst I/II - City Manager's Office *(Continued)*

**Desirable Qualifications:** Experience creating content or social media including, but not limited to Facebook, Instagram, Twitter, LinkedIn and Nextdoor; a solid understanding of how each social media channel works and how to develop customized content for each social channel to engage users; experience and skills with graphic design technology and video editing software and the ability to learn new graphic design techniques that are applicable to print, the web, and social media.

## Management Analyst I - Human Services Department

The Management Analyst I position will perform a wide range of responsibilities in the Human Services Department. The current vacancy will focus both on City Council and departmental priority projects, including helping to launch the host site safe parking program for the homeless by serving as the City liaison for all aspects of the program. The Management Analyst I will also be expected to provide analytical support, as well as contract administration/management, for emerging federal, state and county funding opportunities, including grants focused on homelessness, rental housing support and social services. The position will also manage social services grants administered by the department to various non-profit partners.

**Desirable Qualifications:** Experience with the operation of social service programs and funding, experience in project start-up and implementation of new programs; experience with community organizing; ability to build community partnerships; and the ability to understand factors contributing to homelessness.

## Management Analyst I/II - Information Technology Services Department

The Management Analyst I/II position will perform a wide range of responsibilities to support technology and services for computers, data, telecommunications, mapping, and critical business systems for employees and the public. Examples of responsibilities include participating in the preparation of the department's budget, managing encumbrances, conducting research for IT-related service needs, preparing reports, administering assigned programs, implementing administrative systems and procedures, preparing specifications, requests for proposals and contract administration. The Management Analyst II position will also involve partnering with City departments to work on special projects.

**Desirable Qualifications:** Experience in a similar role with an IT organization; experience with budgets associated with IT-related projects; knowledge of IT concepts and basic operating principles of data communications and information systems hardware and software; ability to gather and analyze facts, draw conclusions, define problems and suggest solutions.

## Ideal Candidate(s)

The ideal candidates for these positions will vary by position, but each successful candidate will have track records of success analyzing data, researching a wide variety of operational, legislative, and policy topics, and providing complex analysis and report writing using advanced technology to support the implementation and modification of public service programs, policies and procedures. These positions are most suitable for strategic thinkers with a strong sense of business acumen, who can easily adapt to and lead others in programmatic, legislative and organizational change initiatives. It will be important for the Management Analyst I/II candidates to possess a passion to work in public sector, coupled with exceptional interpersonal, communication and collaboration skills. Attention to detail is critical and the successful candidate must be able to handle multiple assignments at once with a customer centric philosophy.

### ***Knowledge of:***

- Project management best practices, project delivery standards, and processes;
- Procurement methods in the public sector;
- Contract administration;
- Budget administration at the division/department level; and
- Data analysis

### ***Experience with:***

- Conducting research, special reports, organizational and operational studies;
- Collecting and analyzing data efficiently and work within established timelines;
- Preparing specifications, requests for proposals, including negotiating and monitoring contracts; and
- Technology, virtual collaboration tools/programs (e.g., Microsoft Office Suite, Zoom) and relevant social media platforms.



### ***And the ability to:***

- Manage multiple special projects to support the City's operational needs and priorities;
- Be action-oriented and demonstrate initiative to anticipate future tasks/projects that require completion under tight deadlines;
- Be highly organized and detail-oriented, with the ability to complete multiple tasks and projects simultaneously in a fast-paced, deadline-oriented environment;
- Operate within a team-based collaborative environment, as well as act independently and handle tasks with minimal direction;
- Be flexible and adaptable to changing priorities and interruptions throughout the work day;
- Manage tasks and meet deadlines in a high volume, fast-paced work environment;
- Leverage technology to drive efficiencies;
- Build and establish effective working relationships with internal and external customers;
- Communicate effectively both verbally and in writing; and
- Demonstrate a positive attitude.

## Minimum Qualifications

*The successful candidate will typically possess the following:*

**Management Analyst I — Education/Experience:** Bachelor's degree from an accredited college or university in public administration, business administration, finance, economics or a related field; Technical experience in administrative support may be substituted for up to two (2) years educational requirement. **Licenses/Certificates:** Possession of a Class C California driver's license is required.

**Management Analyst II — Education/Experience:** Bachelor's degree from an accredited college or university with major course work in public administration, business administration, finance, economics or a related field; and three (3) years progressively responsible professional level organization administration and/or operational support duties; a Master's degree in one of the fields listed above may be substituted for one(1) year of experience. **Licenses/Certificates:** This classification requires the ability to travel independently within and outside City limits and possession of a Class C California driver's license is required.

**Public agency experience is desirable for the Management Analyst I/II positions.**



## Compensation and Benefits

### Annual Salary Range –

- **Management Analyst I:** \$77,667 to \$102,850
- **Management Analyst II:** \$94,962 to \$128,197

Placement within the range will be made depending upon the qualifications and experience of the selected candidate.

### The following generous benefits are provided:

**Medical** – A variety of plans are offered through CalPERS.

**Dental** – Plans are offered through Delta Dental.

**Vision** – Plans are offered through VSP.

**Health Benefit Allowance** – The City contributes up to \$2,350 towards health benefit premiums (medical, dental and vision) and unused allowance up to \$580 is paid monthly to the employee.

**Retirement** – As defined by the Public Employees' Pension Reform Act of 2013 (PEPRA) and in the CalPERS retirement system:

- **Classic Members** will receive CalPERS retirement benefits under the 2% at age 60 plan.
- **New Members** will receive CalPERS retirement benefits under the 2% at age 62 plan.

### Deferred Compensation

- **Voluntary Plan Options** – The City offers two optional 457 plans for employee participation.
- **401(a)** – 2% City paid contribution.

**Income Protection** – The City provides basic plan coverage for Life and Accidental Death and Dismemberment and Long Term Disability with additional coverage available for purchase by the employee.

**Flexible Benefit Plan** – Employees have the option to contribute tax-free income for medical premiums, healthcare reimbursement and dependent care reimbursement.

**Commuter Benefits (Parking and Transportation)** – Employees have the option to set aside money on a pre-tax basis to pay for work-related commuting and parking expenses.

**General Leave** – Up to 128 hours per year.

**Management Leave** – Up to 112 hours per year.

**Holidays** – 12 days paid and 1 floating holiday.

A complete benefits summary can be found at Fremont.gov or by using this link: [Benefits Summary](#)

The Human Resources Manager is an unrepresented management position. The probationary period for this position is 12 months.

\*Refer to CalPERS web site for complete definitions of Classic and New employees: [www.calpers.ca.gov](http://www.calpers.ca.gov)





## How To Join Our Team

To be considered for this position, apply online by submitting a completed City application/supplemental questionnaire, resume and cover letter through our on line application system: [www.fremont.gov/cityjobs](http://www.fremont.gov/cityjobs). **As part of the supplemental questionnaire, applicants will be asked to specify to which position they are applying for and/or the rank order of the positions so that they can be matched to best opportunity for them.**

The process may include individual and/or panel interviews, written assessment, professional reference checks, fingerprint check for criminal history, and other related components. Only those candidates who have the best combination of qualifications in relation to the requirements and duties of the position will continue in the selection process. Meeting the minimum qualifications does not guarantee an invitation to participate in the process. This recruitment may be used to fill multiple positions in this department. If you are interested in employment in this classification, you should apply to ensure you are considered for additional opportunities that may utilize the candidates from this recruitment.

## Tentative Recruitment Schedule

**This position will remain open until filled. Interested candidates are encouraged to apply as soon as possible as this recruitment may close at any time.**

**First Review of Applications:** August 27, 12:00 p.m. (Noon).

**Oral Board Interviews:** Date(s) to be determined when a viable number of candidates is reached.

**Hire Date:** As soon as possible or at a mutually agreeable date.

## Reasonable Accommodation

Human Resources will make reasonable efforts in the examination process to accommodate persons with disabilities. Please advise Human Resources of any special needs a minimum of 5 days in advance of the selection process by sending an email to [humanresources@fremont.gov](mailto:humanresources@fremont.gov).

**The City of Fremont is an Equal Opportunity Employer.**

The information contained herein is subject to change and does not constitute either an expressed or implied contract



21CM02  
21HS05  
21IT01

Human Resources Department | 3300 Capitol Avenue, Bldg. B

(510) 494-4660 | [humanresources@fremont.gov](mailto:humanresources@fremont.gov)





## Management Analyst I/II Supplemental Questionnaire

The selection process will consist of an evaluation of the applicant's education, training and work experience based on the application and responses to the supplemental questionnaire. Responses to the supplemental questionnaire must reflect the work experience that is included in the "Work Experience" section of the online application. Only those candidates whose backgrounds best match the position will be invited to proceed in the selection process. Additional phases of the selection process may consist of one or more interviews, one of which may include a practical/writing exercise.

**You will be prompted to respond to the following questions during the online application process:**

1. \*What is your highest level of education achieved?
  - ☐ Bachelor's degree
  - ☐ Master's degree
  - ☐ None of the above
2. \*Please specify your degree major.
  - ☐ Public Administration
  - ☐ Business Administration
  - ☐ Finance
  - ☐ Economics
  - ☐ Related Field
3. \*If your degree is in a related field, please list your degree major.
4. \*Please indicate the number of years of public sector experience you possess. Examples of public sector may include cities, counties, public education institutions, special districts/authorities, and state and federal government.
  - ☐ No public sector human resources experience
  - ☐ Less than three (3) years
  - ☐ More than three (3) years, but less than five (5) years
  - ☐ Five (5) or more years
5. \*Please specify which Management Analyst position(s) you are interested in being considered for (select all that apply).
  - ☐ Management Analyst I/II - City Manager's Office
  - ☐ Management Analyst I - Human Services Department
  - ☐ Management Analyst I/II - Information Technology Services Department
  - ☐ I am interested in additional Management Analyst I/II positions that may be available within the next year.
6. If you specified in Question #5 that you are interested in being considered for more than one Management Analyst I/II position, please rank the positions in priority order. This will help in matching candidates with the best opportunity.
7. \*Describe your relevant experience for the Management Analyst I/II position(s) that you are applying for, including the relevant qualifications that you possess that has prepared you for the position. *Please limit your response to 500 words or less.*
8. \*If you are interested in being considered for the Management Analyst position in the Human Services or Information Technology Departments, describe any budget, contract administration and/or procurement experience that you possess. **If you are not interested in being considered for the Management Analyst position in Human Services or Information Technology Services, please enter "N/A".** *Please limit your response to 500 words or less.*



**Management Analyst I/II**  
**Supplemental Questionnaire (*Continued*)**

9. \*If you are interested in being considered for the City Manager's Office Management Analyst I/II position, describe any experience you have creating content or social media including, but not limited to Facebook, Instagram, Twitter, LinkedIn and Nextdoor. Please also include any experience you have with graphic design technology and video editing software. **If you are not interested in being considered for the Management Analyst I/II position in the City Manager's Office please enter "N/A". Please limit your response to 500 words or less.**
10. \*Describe your experience utilizing technology inclusive of Microsoft Suite Programs (Word, Excel, PowerPoint, Publisher, Outlook), Adobe Pro, DocuSign, virtual collaboration tools and any modern municipal business systems (PeopleSoft, Tyler-Munis, MinuteTraq).
11. \*Do you possess a valid California C driver's license?